

Certificated Employee Handbook, 2012-2013

The Certificated Employee Handbook, officially approved by the Henry County Board of Education on June 11, 2012, contains important information about policies, procedures, and programs of Henry County Schools. In addition, the handbook includes critical information about the duties and responsibilities of employees. Certificated employees should read this handbook at the start of the school year and keep the handbook for future reference.

The Certificated Employee Handbook is published annually and distributed to employees at the beginning of each school year. Inserts may be distributed as needed. Please direct questions or comments regarding the handbook to your immediate supervisor or contact the Administrative Services Department at 770-957-6601.

Vacant Seat at the time of publication – Hampton/Flippen

Mr. Erik Charles, Vice-Chairman – Fairview/Stockbridge

Mr. Ryan Davis – Fairview/Stockbridge

Dr. Pam Nutt– Locust Grove/McDonough/Ola

Mr. Charles Vickery – McDonough/Ola

Dr. Ethan Hildreth, Superintendent

33 N. Zack Hinton Parkway
McDonough, Georgia 30253
770-957-6601
www.henry.k12.ga.us

Board Meetings

The Henry County Board of Education holds public meetings on the second Monday of each month. Please call the Superintendent's office or check the website for the time and location of these meetings.

Board Policies

Please refer to the Henry County Board of Education Policy Manual for a complete list of all policies and procedures. The policy manual may be accessed via the school system website at eBoard at www.henry.k12.ga.us.

Accreditation

The Henry County School System provides quality educational programs for students. All schools in the system meet the Standards for Public Schools in Georgia, and are accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission.



“Ensuring Success for Each Student”

Dear Educators,

It is a pleasure and privilege to work together on behalf of our students and the Henry County community. As we strive for student success during the 2012-13 school year, let us remember each day that our efforts truly do make a difference in the lives of children. In these efforts, please understand our strategic plan as included on the following page, and take purposeful steps to help every student succeed.

In order to help each child succeed, we must as educators ensure that our processes focus on student achievement. Let me encourage you to work collaboratively to this end, planning together with students, parents, and educational team members to seek out best practices, continuously improve processes, and focus on results. Four key questions can help guide us in this effort:

- What is it we expect our students to learn?
- How will we know when they have learned it?
- How will we respond when they don't learn it?
- How will we respond when they already know it?

By methodically asking and answering these questions as collaborative teams within each school and throughout the district, we can move ever closer to our mission of ensuring success for each student.

Thank you for your commitment to our students and your determination that learning occurs daily for each student in your care. Yours is a challenging job, but can also be one of the most rewarding jobs imaginable. By working together, we can achieve our purpose of high levels of learning for all students.

With confidence and appreciation,

Ethan J. D. Hildreth

Ethan J. D. Hildreth, Ph.D.
Superintendent



Henry County Schools Strategic Plan

Purpose of the Strategic Plan

The Henry County Board of Education recognizes the importance of systematic planning for continuous improvement of the school system and its schools.

The District Strategic plan helps to ...

- communicate the overall direction of the school system;
- ensure alignment of school and system goals with the education goals of the state and the local community;
- provide direction for the development of strategies that align with the standards of accrediting agencies; and
- focus the allocation of resources for maximum effectiveness, efficiency and accountability.

Development of the Strategic Plan

The strategic plan is developed on a five-year cycle coinciding with the review of Southern Association of Colleges and Schools (SACS) accreditation standards. Input is obtained from students, parents, employees, and the local business, government, and civic community.

The Henry County Board of Education approves the strategic plan, reviews the plan annually, and approves adjustments to the plan as needed.

Accessing the Strategic Plan

The strategic plan can be accessed via the Henry County Schools website - www.henry.k12.ga.us – click on the link located under the section titled “School System Updates.”

The strategic plan may be viewed in either a document or a web-based format.

Overview of the Strategic Plan

The following is a summary of the strategic plan:

Our Mission

Ensuring Educational Success for Each Student

Our Vision

from GOOD ...

Ensuring Each Student Meets or Exceeds Grade-Level Performance Standards

to GREAT ...

Ensuring Each Student Graduates High School Prepared for Further Learning

Our Goals

Focus Area 1 - Student Achievement

Strategic Goal 1 - Increase the high school graduation rate and improve achievement on indicators of college and career readiness.

Strategic Goal 2 - Ensure student mastery of Georgia Performance Standards and increase achievement at advanced levels of proficiency.

Focus Area 2 - Culture, Climate and Community

Strategic Goal 1 - Create a safe, orderly and supportive environment for learning and teaching.

Strategic Goal 2 - Strengthen communication and collaboration with employees, students, parents and the community.

Focus Area 3 - Quality Assurance

Strategic Goal 1 - Build the capacity of teachers, leaders and support personnel to produce continuous improvement in student, school and district performance.

Strategic Goal 2 - Maximize the impact of district resources upon student achievement and ensure responsible and transparent stewardship.

EMPLOYMENT & EMPLOYMENT-RELATED DUTIES

Recruitment	1
Conditions of Employment	1
Employment Information/Records	2
Employee Integrity	2
Employment Opportunities	2
Notice of Equal Opportunity	2
Contracts	2
Assignment and/or Transfer	2
Reduction in Force	3
Certification Procedures	3
Certification "Drop Dead" Date	3
Certification In-Field Status	3
Highly Qualified	3
National Board Certification	4
Renewable Certificate	4
Non-Renewable Certificate	4
Georgia Teacher Certification Test	4
Alternative Certification & Non-Traditional Degree Programs	4
Teacher Responsibilities and Duties	4
Annual Performance Evaluation	5
Code of Ethics for Educators	5
Chain of Command	8
Employee Workload	8
Duty Free Lunch	9

COMPENSATION

Salary Schedule	9
Annual Advancement on the Salary Schedule	10
Social Security	10
Teacher Retirement System	10

EMPLOYEE BENEFITS

After School Enrichment Program	10
Annual Attendance Recognition	10
Deferred Compensation	10
Dental Care Program	11
Flexible Benefit Plan (Cafeteria Plan)	11
Flexible Spending Accounts	11
Georgia Federal Credit Union	11
Health Insurance	11
Life Insurance	11
Savings Bonds	11
Student Accident Insurance	11
School Activity Passes	11
Sick Leave Accrual	11
Sick Leave Bank	11
Sick Leave Financial Exchange	12
Vision	12
Worker's Compensation	12

LEAVES & ILLNESSES

Sick Leave	12
Bereavement Leave	13
Personal Leave	13
Professional Leave	13
Jury Duty and Subpoenas	13

Family and Medical Leave Act	13
Excepted Absences	15

PROFESSIONAL LEARNING

Purpose	15
Effective Professional Learning	15
School-Focused Professional Learning	16
System-Level Professional Learning	16
Professional Learning Courses	16
Teacher Induction Program	16
Student Teaching	16
Advanced Degrees.....	17
Transcripts	17

LEARNING AND LEADERSHIP SERVICES

Curriculum	17
Instructional Materials/Textbooks	17
Teacher Lesson Plans	17
Controversial Topics	17
Standardized Assessment	18
Uninterrupted Instructional Time	18

GRADE REPORTING

Grade Reports – Kindergarten, First, Second, Third, & Fourth Grade	18
Grade Reports – Fifth Grade	18
Permanent Record Cards – Kindergarten, First, Second, Third & Fourth Grade	19
Permanent Record Cards – Fifth Grade	19
Grading Procedures – Secondary Students	19
Grading Format/Computation of Semester Grades	19
Exam Schedule	20
Minimum Requirements of Academic Assessments	20
Special Education Grading.....	20
Student Absences	20
Make-Up Work	21
Participation in Extracurricular Activities	21

PROMOTION & RETENTION

State Requirements	21
Middle School Promotion Criteria	22
High School Promotion Criteria	22
Promotion/Retention of Special Education Students	22

GRADUATION

Graduation Requirements	22
Quality Point System.....	22
Valedictorian and Salutatorian	23
Honor Graduates and “A” Average Graduates	23
Graduation Ceremony	23

GENERAL INFORMATION

AIDS Information.....	23
Asbestos Plan	23
Body Fluids	23
Child Abuse	24
Complaints and/or Grievances.....	24
Confidentiality.....	24
Crisis Counseling	24
Chronic Disciplinary Problem Students.....	24

Dress	24
Drugs and Alcohol.....	25
Electronic Resources – Authorized User Policy	25
Technology Equipment Agreement.....	27
Emergency Management Plan/Emergency Drills	27
Employee Use of School Facilities.....	27
Facility Modifications	27
Highly Qualified Teachers – Parent Notice	27
Homeless Children & Youth	27
News Media	27
Parking	28
Parties	28
Pledge of Allegiance	28
Release of Students.....	28
Safe and Healthy Facilities.....	28
Scholarship Programs for Teachers and Paraprofessionals	28
School Instructional Extension Program	28
School Nurses and Clinic Aides	28
School Social Worker Services	28
Sexual Harassment.....	28
Silent Reflection	29
Student Allegations of Employee Misconduct.....	29
Teacher Authority	29
Tobacco Use	29
Vehicle Searches	29
Violation of Laws	30
Weapons	30

EMPLOYMENT & EMPLOYMENT-RELATED DUTIES

Recruitment

Recruitment will be in compliance with the Board's position as an equal opportunity and nondiscriminatory employer as well as state requirements pertaining to qualifications and employment.

The Human Resource Services Department compiles the records of all new certificated teaching applicants. Referrals for employment by administrative/supervisory personnel are made to the Human Resource Services Department for additional screening and background checks. The Superintendent then makes recommendations for employment directly to the Board of Education.

Conditions of Employment

The Georgia Board of Education requires certificated professional personnel to be employed by the Henry County Board of Education on the recommendation of the Superintendent of this system.

Recommendations for employment by the Superintendent and subsequent employment by the Henry County Board of Education will be contingent upon the following conditions:

1. The employee will secure and maintain a valid, in-field certificate issued by the Georgia Department of Education for the position for which the person is recommended.
2. A person applying for the position of teacher will not be employed if a person (a) has been discharged from the armed forces of the United States as a result of desertion, or (b) has fled or removed himself from the United States for the purpose of avoiding or evading military service, unless said person has been fully pardoned.
3. Employment contracts of certificated professional personnel (a) will be in writing and (b) will be signed in duplicate by the personnel on their own behalf and by the Superintendent of Henry County Schools on behalf of the Henry County Board of Education.
4. Upon approval by the Henry County Board of Education, certificated personnel may be offered a new contract for the ensuing school year.
5. A certificated professional staff member who has been employed for the current school year and who will not be rehired for the ensuing school year will be so notified, in writing, within the time prescribed by law.
6. The individual seeking employment will provide complete and accurate personnel information as requested by the Board of Education or Superintendent. **Failure to provide such information can result in termination of the contract and a report being filed with the Professional Standards Commission if the information is found to be incomplete or inaccurate after issuance of a contract.**
7. Professional employees will adhere to the policies, regulations, and rules of the Board of Education, in addition to the Georgia Code of Ethics for Educators (Rules of the Professional Standards Commission.)
8. Professional (certificated) employees are contractual employees of the Henry County Board of Education. As noted on the contract, the employer reserves the right to transfer the employee to any other location in the Henry County School System. Student growth, decline in enrollment, shifting populations or attendance lines, or other factors relating to attendance or space limitations may necessarily require subsequent changes in specific site location or teaching assignment at any time necessary during the school term.
9. In compliance with state law, each certificated employee employed for the first time after July 1, 1994, must be fingerprinted and have a criminal record check run prior to a full-year contract being issued.

Employment Information/Records

It is the responsibility of the individual to provide complete and accurate information to the Human Resource Services Department. Issuance of contracts and work assignments will be completed only after the required information has been submitted. Incomplete and/or inaccurate personnel information can result in denial or termination of a contract of employment. Items such as social security number, certification, complete work experience, motor vehicle/criminal record check and fingerprinting and teacher retirement information are examples of personnel record information that are required. Test results and other performance information identified on contracts are to be provided by the employee.

It is the employee's responsibility to secure and maintain a valid, in-field teacher certificate for the position held as required by law.

Employee Integrity

Employees should exemplify honesty and integrity in the course of employment with the Henry County Board of Education. It is expected that employees will deal honestly, accurately, and responsibly with employment qualifications, work hours and time sheets (signing in and out), absenteeism and tardiness to work, expense forms, personal property, school/activity funds or property, and all work-related issues. An employee who fails to act with integrity may be subject to discipline.

Employment Opportunities

All employment opportunities within Henry County Schools are posted on the school system website: www.henry.k12.ga.us.

Notice of Equal Opportunity

The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The intent of such action is to ensure the absence of discrimination towards a particular race, color, religion, gender, handicap/disability, age, or national origin in any school, program, or school system policy which might affect the administration or treatment of students or the employment of personnel working in connection with the educational program or activity in Henry County Schools.

Students and parents should bring such concerns to the attention of the principal. Employees should address such matters with their immediate supervisor. Concerns regarding this policy should be submitted in writing to the appropriate person as discussed above. For additional information, please contact Ms. Debra Delaine (Section 504/ADA Coordinator), Mr. Rodney Bowler (Title IV and Title IX Coordinator), or Mrs. April Brown (Sports Equity Coordinator). For compliance information, contact Mr. Rodney Bowler.

Contracts

A contract for the school year will be issued to certificated personnel upon approval by the Henry County Board of Education. Any person who is tendered a contract and who elects to be employed by this school system must return the signed original and duplicate copies of the contract to the Superintendent or designee no later than ten (10) days from the issuance date on the tendered contract. If the signed contract is not received by the 11th day, the position shall be declared vacant. If the person elects not to accept such employment, the Superintendent shall be notified, in writing, no later than fifteen (15) days from the issuance date on the contract.

Assignment and/or Transfer

A teacher's contract is with the Henry County Board of Education. Teacher assignments to a specific school site/department are made on the referral of a principal/supervisor to the Human Resource Services Department with the approval of the Superintendent and Board of Education. The Superintendent may reassign a teacher to another school site at any time during the school year as the need arises. A principal/ supervisor may reassign a teacher within a school site as the need arises with the approval of the Superintendent. School assignment preference of the individual will be considered whenever possible. Employees who wish to be considered for transfers to other schools will be given the opportunity to do so through the Human Resource Services Department.

Reduction in Force

If it becomes necessary for the Henry County Board of Education to reduce the number of certificated professional personnel, the procedure outlined in Board Policy GBKA will be followed.

Certification Procedures

It is the responsibility of each employee to initiate and complete the application process for the Georgia Educator Certificate, including all forms, transcripts, and other documents that may be required by the Professional Standards Commission. The Central Office will retain a copy of the application and all related documents.

A teacher must have a teaching certificate on file in the Human Resource Services Department no later than thirty (30) days following the effective date of employment. In the event an employee has not completed the certification application process for initial certification or renewal of certification, that employee will be paid on the basis of a daily substitute teacher until such time as a valid, in-field Georgia Educator Certificate is received by the Human Resource Services Department. In the event a teaching certificate is not provided to the Human Resources Department within thirty (30) days of the effective date of employment, an appointment must be scheduled with the Human Resource Services Department. During this conference, all steps for securing a certificate will be reviewed and assistance may be provided if needed. An appointment may be requested at any time prior to the thirty-day (30) period if assistance is needed.

Certificated employees are paid based on the official documentation submitted to the Human Resource Services Department. Salary is determined for the number of days worked based on the employee's valid in-field Georgia Educator Certificate and in accordance with accepted/verified experience as defined by the Professional Standards Commission.

Employees who do not have a valid in-field Georgia Educator Certificate will be paid for the number of days worked on a provisional salary basis (BT-4) until the conditional or renewable T-4, T-5, T-6, or T-7 Georgia certificate arrives.

When the employee receives a certificate higher than a BT-4, the salary will be adjusted retroactively based on the daily rate of pay to the validity date and certificate level noted on the certificate. Notwithstanding anything to the contrary contained herein, failure to provide proper certification to the Human Resource Services Department within 30 days of the effective date of employment may result in termination of contract with the Henry County Board of Education at the discretion of either the Superintendent or the Board of Education. If retroactive pay is warranted, salaries will only be adjusted retroactively within the current fiscal year. Salary adjustments, if any, shall not extend beyond the current fiscal year.

Certification "Drop-Dead" Date

Georgia Public School Standard G.3 requires that all professional personnel hold valid Georgia certificates and work in their fields of certification. In order to comply with this standard and the terms of the Contract of Employment, each professional is required to hold a valid Georgia certificate as of **September 29 of the current contract year.**

Certification In-Field Status

All professional personnel are required to teach/work in the area in which they hold a valid, in-field Georgia Educator Certificate. Professional personnel are considered in field if they hold a valid certificate or permit and are assigned in the grade level(s) and in the field(s) for which they are certified.

Highly Qualified

The No Child Left Behind Act of 2001 requires that all teachers of core academic subjects be "highly qualified." A highly qualified teacher is defined as one who is fully certified to teach by the Georgia Professional Standards Commission and is teaching in their field(s) of certification.

National Board Certification

Funding of supplement for National Board Certification is subject to appropriations by the General Assembly.

Renewable Certificate (Valid for Five Years)

Courses to be used as credit for renewal purposes must be completed prior to the certification expiration. For example, if a certificate expires on June 30, 2011, courses must be completed by that date. Ten (10) credits must be earned within the current validity period of the certificate. This credit may be earned by successfully completing professional learning courses, college courses, or a combination of both. Credits earned in excess of the required ten (10) credits cannot be "banked" for future use.

Non-renewable Certificate

Non-renewable certificates are valid for three years rather than five years (NT or NNT)

Georgia Teacher Certification Test

Those who are required to take the GACE (Georgia Assessments for the Certification of Educators) Basic Skills test and/or the GACE content exam(s) may access all registration information and study guides through www.gace.nesinc.com.

Alternative Certification & Non-Traditional Degree Programs

Due to the large number of alternative certification programs and the increase of internet/online college degree programs in and outside the State of Georgia, it is highly recommended that employees who are interested in such programs obtain, in writing, information from the Georgia Professional Standards Commission regarding the accreditation and certification of the program in which they are interested prior to enrolling in the program.

- The status of college accreditation may be obtained at the website: www.sacs.org.
- The certification status of a college degree program may be obtained from:
Georgia Professional Standards Commission (404-232-2500)
Two Peachtree Street, Suite 6000
Atlanta, Georgia 30303-3141

Teacher Responsibilities and Duties

Classroom teachers are directly responsible to the principal and will have the following responsibilities and duties in addition to that of classroom instruction:

1. Be on duty **regularly, reliably, and predictably** for the number of hours per workday and workweek as set forth in Board policy.
2. Follow the system's uniform grading procedures as required by Board policy.
3. Use the Henry County Schools curriculum, texts, and other instructional materials approved by the Georgia Department of Education and the Henry County Board of Education.
4. Develop lesson plans that incorporate the goals, and objectives outlined in the Henry County Schools curriculum, establish short- and long-range teaching goals, provide optimum classroom instruction, and carry out other instructional duties as required from time to time.
5. Work cooperatively with the principal, other faculty members, and central office personnel in matters affecting the school program.
6. Participate in system and school professional learning activities as may be required.
7. Follow system and school procedures to inform parents and students about student progress.
8. Provide required reports by the time specified.
9. Maintain accurate records required by the principal and Superintendent.
10. Follow the chain of command in channeling official business to the Superintendent and other school officials **THROUGH THE PRINCIPAL OF THE SCHOOL**.
11. Follow the time and work schedule as assigned by the principal.
12. Follow and abide by all policies of the Henry County Board of Education including, but not limited to handbooks, code of ethics and all policies and procedures.

It is critical that all employees become familiar with their responsibilities and duties. For additional information, please see your principal or contact the Human Resource Services Department.

Annual Performance Evaluation

Georgia law requires that all professional staff be evaluated annually. If there is a position for which the state has not completed an evaluation instrument, the Henry County Schools evaluation instrument will be used. All other professional staff with initial Georgia certification must meet state requirements regarding assessment.

Code of Ethics for Educators

505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions

- (a) "Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- (b) "Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.
- (c) "Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.
- (d) "Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.
- (e) "Revocation" is the invalidation of any certificate held by the educator.
- (f) "Denial" is the refusal to grant initial certification to an applicant for a certificate.
- (g) "Suspension" is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- (h) "Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
- (i) "Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
- (j) "Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.
- (k) "No Probable Cause" is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action.

(3) Standards

- (a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and verbal abuse;
2. Committing any act of cruelty to children or any act of child endangerment;
3. Committing any sexual act with a student or soliciting such from a student;
4. Engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;
5. Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
6. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
7. Failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting).

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. Being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs;
2. Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
2. Information submitted to federal, state, local school districts and other governmental agencies;
3. Information regarding the evaluation of students and/or personnel;
4. Reasons for absences or leaves;
5. Information submitted in the course of an official inquiry/investigation;
6. Information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. Misusing public or school-related funds;
2. Failing to account for funds collected from students or parents;
3. Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
4. Co-mingling public or school-related funds with personal funds or checking accounts;
5. Using school property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;
2. Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. Tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee;

4. Coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
2. Sharing of confidential information restricted by state or federal law;
3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.;
4. Violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Abandonment of Contract - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. Abandoning the contract for professional services without prior release from the contract by the employer;
2. Willfully refusing to perform the services required by a contract.

(i) Standard 9: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. Failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
2. Failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner;
3. Failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(j) Standard 10: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

(k) Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security;
2. Compromising the integrity of the assessment.

(4) Reporting

(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for

reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).

(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action

(a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
2. Disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
3. Order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. Notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. Suspension or revocation of any professional license or certificate;
6. Violation of any other laws and rules applicable to the profession; and
7. Any other good and sufficient cause that renders an educator unfit for employment as an educator.

(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification.

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

Chain of Command

The school system's chain of command is designed to promote the overall effectiveness of school programs. If there is a question or problem to be resolved, staff at the local school level will follow the chain of command established by their principal. The principal is directly responsible to their Area Executive Officer. The Area Executive Officers are directly responsible to the Assistant Superintendent of Learning and Leadership Services.

Employee Workload

Henry County Board of Education and state policies require that the employee workload be governed by rules and regulations that contribute to the program through efficient economical administration and operation at the local school and system levels. The following procedures and regulations pertain to employee workload:

1. The workload of an employee is defined as those work-related responsibilities that are assigned to the position and for which the employee is expected to satisfactorily discharge in return for the salary specified.

2. The minimum workday for teachers is defined as eight (8) hours and the minimum workweek is defined as forty (40) hours. Duties for which the base salary is paid include teaching and teaching preparation, staff meetings, parent and student conferences, extra class activities in the community, and extra class activities such as before and after school duties. All teachers are expected to be available if needed before or beyond the scheduled workday for duties related to employment.

Henry County Schools reserves the right to modify the length of the workday and workweek pursuant to applicable laws.

Duty-Free Lunch

Each teacher employed for more than one-half (1/2) time in grades kindergarten through five (5) is to be provided a minimum duty-free lunch period of 30 consecutive minutes unless a teacher agrees upon additional compensation or benefit granted on terms that do not discriminate among other teachers or unless an extreme, unforeseen or unavoidable condition requires a teacher to supervise students during lunch for no more than one (1) day in any school week.

COMPENSATION

Salary Schedule

Teacher salary schedules are available on the Henry County School's website, www.henry.k12.ga.us. Placement on the professional personnel salary schedule is determined by a current, valid in-field Georgia Educator Certificate and years of approved prior teaching or related experience. Henry County Schools gives full credit in accordance with salary up to 22 years on the salary schedule for former verified Georgia and out-of-state teaching experience that is regionally accredited.

Verification of prior service with an accredited public and/or private educational institution may merit an appropriate salary adjustment. Verification of previous experience must be submitted to Human Resource Services Department prior to September 30th of each year in order to be considered for the current year's salary. If experience is submitted and verified after September 30th, experience will become a parent of the following year's calculation. *Note: a salary adjustment will not be made retroactively to a previous year.

It is the responsibility of each employee to initiate and complete the process for obtaining a Georgia Educator Certificate including providing all forms, official transcripts, verification of prior teaching experience, and other documents and information as may be required by the Henry County Board of Education.

In the event that an employee has not completed the certification application process for initial certification/renewal, that employee will be paid on the basis of a provisional (BT-4) certificate until such time as a valid, in-field Georgia Educator Certificate is received by the Henry County Schools. An employee of the Henry County Board of Education will receive a salary based on the verified experience and the highest, valid, in-field teaching certificate on file in the Human Resource Services Department.

An employee's contract with the Henry County Board of Education is contingent upon the employee securing and continuing to hold a valid, in-field teaching certificate issued by the Professional Standards Commission. A lack/loss of a valid in-field teaching certificate may result in termination of the employee's contract with the Henry County Board of Education.

All Georgia Educator Certificates carry three dates:

1. Certificate EFFECTIVE FROM date.
2. Certificate EFFECTIVE TO date.
3. Date of issue.

The EFFECTIVE FROM date is the critical date for placement on the salary schedule.

If an employee's certificate level changes during the school year (such as upon completion of a higher

degree), the employee's pay will be adjusted on the employee's next scheduled payday. Utilizing the effective date of the higher certificate, the pay adjustment made in the employee's gross pay will be calculated based on the number of working days each certificate is in effect during the school year.

In general, when a higher level, valid, in-field teaching certificate is received midyear, the salary is adjusted retroactively to an effective date on the certificate or to the date of employment, whichever is more recent. A salary adjustment will not be made retroactively to a previous fiscal year. To be paid for a higher degree earned in a fiscal year, the new certification must be issued by the Professional Standards Commission prior to July 1 of that year.

In general, verification of prior service will merit an appropriate salary adjustment provided an in-field teaching certificate higher than a BT-4 or NBT-4 is on file in the Human Resource Services Department. A salary adjustment will not be made retroactively to a previous fiscal year.

Annual Advancement on the Salary Schedule

The contract salary of a teacher holding a valid, professional in-field teaching certificate will be advanced to the next consecutive step on the salary schedule unless (1) the teacher is being paid at a step which requires more than one year for advancement, (2) the maximum progression step for the position has been reached, (3) services were rendered for fewer than 120 days in the previous academic year, (4) the Henry County Board of Education does not approve funds for step advancement on the salary schedule, or (5) the educator received an unsatisfactory performance evaluation in any given year. A teacher may advance only one step on the salary schedule per year. Step advancement normally occurs only at the beginning of an academic year.

All necessary documents relating to placement or movement of the salary schedule will be processed in accordance with the payroll cutoff dates which are available under Financial Services at www.henry.k12.ga.us located under My Henry.

All personnel will be paid monthly. Direct deposit of forms and management of direct deposits are handled through the Financial Services Department. Vouchers are issued the last working day of each month during the school year and delivered to the appropriate work location. It is important that each employee keeps their address current with Henry County Schools.

Social Security

All employees are covered by Social Security and are required to participate. The Henry County Board of Education pays a matching amount for all employees.

Teacher Retirement System

All certified personnel are required to participate in the Georgia Teacher Retirement System. Please refer to the current Teacher Retirement Handbook for information concerning retirement benefits.

EMPLOYEE BENEFITS

After School Enrichment Program (ASEP)

Employees of the school system, who receive benefits, are eligible for a discount toward ASEP tuition. Please contact the school ASEP coordinator for additional information.

Annual Attendance Recognition

Non-administrative certificated personnel who do not take personal or sick leave during their annual contractual employment period will receive \$350.00 in recognition of this exemplary attendance. Any use of leave except for jury duty or a lawfully issued subpoena involving school-related matters will count against annual attendance recognition.

Deferred Compensation

Peach State Reserves (PSR) is a voluntary retirement benefit plan that offers a participant the opportunity to invest money toward securing the retirement that he/she envisions. PSR offers two deferred compensation defined contribution plans in compliance with the Internal Revenue Code Section 457 and

401 (k) enabling participants to save for retirement on a tax-deferred basis.

Dental Care Program

All full-time employees are eligible to participate in the Dental Care program. The program includes various coverage tiers and is funded through payroll deduction.

Flexible Benefit Plan (Cafeteria Plan)

All employees have the option of exempting qualified deductions from federal and state taxes as approved by the Internal Revenue Service. Contact the Benefit Office for additional information.

Flexible Spending Accounts

An employee may direct a part of their pay, on a pre-tax basis, into a special account that can be used to reimburse the employee for dependent day care expenses and/or unreimbursed medical expenses.

Georgia Federal Credit Union

The Georgia Federal Credit Union is a cooperative savings and lending organization owned and operated by its members. All employees of Henry County Schools and members of their household are eligible for membership.

Health Insurance

All full-time employees are eligible to participate in the State of Georgia Health Benefit Plan. The state and local system contribute a major portion of the cost, with the remainder of the cost being paid by the employee through payroll deductions.

Life Insurance

The Henry County Board of Education currently provides a \$10,000 life insurance policy for all full-time employees, subject to appropriate funding; however, said life insurance policies are contingent on continued funding, which may be provided or withdrawn by the Henry County Board of Education. A voluntary life insurance option is offered to full-time employees and their dependents. This insurance is funded through payroll deductions. Contact the Benefit Office for additional information.

Savings Bonds

United States Savings Bonds may be purchased through payroll deduction.

Student Accident Insurance

Student accident insurance is available to employees on the same basis that it is available to students enrolled in the schools. Contact your principal/supervisor for additional information.

School Activity Passes

Employee picture identification cards are issued to all full-time employees of Henry County Schools. These cards also serve as school activity passes for employees. Use of the activity pass is limited to regularly scheduled activities. The pass is not valid for one-time events or events that are not regularly scheduled, including playoffs and tournaments, regardless of where these events take place. The activity pass entitles the employee to gain free admittance for one(1) other person provided the employee accompanies the person.

Sick Leave Accrual

Employees considered full-time in their position earn 1¼ days of sick leave per month of service. According to state policy, new employees may transfer up to 45 days of sick leave from another Georgia school system or state agency. Employees may accrue unused sick leave days while employed in Henry County Schools. However, the number of days accrued will not be applied in any manner that conflicts with Board policy pertaining to limitations regarding the transfer of sick leave days or the application of sick leave in the Sick Leave Financial Exchange Program.

Sick Leave Bank

Employees who are eligible for sick leave accrual may join the Henry County Schools Sick Leave Bank for the purpose of being provided with sick leave after their leave has been exhausted. Employees who

elect to become members of the Sick Leave Bank are required to contribute part of their accumulated sick leave to the Bank. Withdrawals from the Sick Leave Bank will be considered only for personal illness and/or personal temporary disability considered catastrophic in nature, and when all leave time has already been exhausted. Contact your principal/supervisor or the Human Resource Services Department for additional information.

An employee may donate up to ten (10) sick leave days to his or her spouse if such spouse is also an employee of the Henry County Board of Education for the purposes of maternity leave, illness, illness of a family member, or death of a family member.

An Open Enrollment period for the Sick Leave Bank is held every year. An employee may join if they have two days of leave available to contribute on December 31 of the prior year.

Sick Leave Bank will run concurrent with leave under Family and Medical Leave Act (FMLA).

Sick Leave Financial Exchange

The schedule of financial exchange for unused sick leave at the time of the employee's separation from Henry County Schools, for employees who have worked full-time in the school system for a minimum of five (5) years, is as follows:

1. Less than 41 days – none.
2. 41 through 145 days (inclusive) - \$15.00 per day.

Employees must apply in writing to the Human Resource Services Department.

Vision

All full-time employees are eligible to enroll in a vision program for the cost of the membership fee. This membership entitles employees to savings for vision examination and purchase of vision needs.

Workers' Compensation

Workers' Compensation is a state-mandated program that is paid for by Henry County Schools. Any employee who is injured on the job must IMMEDIATELY report the injury to his/her supervisor. If professional medical care is needed for the injury, the law requires the employee to select from the Panel of Physicians posted at the school or facility. Should an employee choose to receive medical care from a physician who is not on the approved list, such care would be considered unauthorized and the school system would not be responsible for the cost.

Absences related to Workers' Compensation will run concurrent with leave under the Family and Medical Leave Act (FMLA).

LEAVES & ILLNESSES

Sick Leave

The following information and procedures reflect Georgia Department of Education policies, Henry County Board of Education policies, and Georgia law:

1. Accrued sick leave may be used for the following:
 - a. Personal illness, physical disability (including disability related to maternity) or injury.
 - b. Absence necessitated by exposure to contagious disease.
 - c. Absence due to illness or death in the employee's immediate family. For the purpose of sick leave, the term "immediate family" is defined as the father, mother, brother, sister, child, husband or wife of the employee, or a relative in the residence of the employee.
2. Personnel employed after the opening of school will receive their pro-rata share of the total days of sick leave earned annually (based on 1 ¼ days earned per month of service).
3. Sick leave days not used will be accrued.
4. Sick leave earned after July 1, 1978, and not used, will be credited to employees and shall be

transferred with employees when they change employment from the Henry County Board of Education to another public school board of education in Georgia provided the employees' new position is covered by State policy. Not to exceed 45 days.

5. Personnel employed on a part-time basis are entitled to receive their pro-rata share of sick leave.
6. Employees who are absent from work in excess of accrued sick leave and entitlement from the present year will have deducted from their regular pay one day's salary for each day absent. After all accrued sick leave has been used, deductions for any additional absence is made the month immediately following the absence(s).
7. Medical documentation may be required any time employees are absent due to illness, or whenever questions arise concerning approval of requests for sick leave. The principal/supervisor may require a medical release to return to work.
8. Employees may not use more than three (3) days of their total sick leave accrual in a year as personal leave.
9. For any absence lasting 10 or more days, or any possible Family and Medical Leave Act (FMLA) qualifying absence, an employee must apply for FMLA with the Human Resource Services-FMLA Office.
10. Sick leave will run concurrent with FMLA.

Bereavement Leave

Bereavement leave may be used for absence due to death in the employee's immediate family. An employee shall be allowed three (3) days of bereavement leave for absence due to "family death" in the immediate family. **Immediate Family** means father, mother, brother, sister, child, husband, wife, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law of the employee concerned, or a relative living in the residence of the employee. This leave shall not be deducted from the employee's accumulated sick leave. Bereavement leave must be used within seven (7) days of the death of the employee's immediate family member.

Personal Leave

Employees may use up to three (3) days of sick leave for personal reasons. If an employee should not have sick leave available, then personal leave will not be available. Employees are responsible for securing prior approval from the principal or other supervisor in charge of leave prior to taking any leave. Any absence caused by severely inclement weather will be counted as personal leave. When such extenuating circumstances occur, the employee shall contact the principal/supervisor for verbal approval. Personal leave will be deducted from the employees' accumulated sick leave. Contact your supervisor for additional information.

Professional Leave

The use of professional leave requires prior approval by the employee's principal or immediate supervisor. Approved absences for professional purposes will not affect sick leave or personal leave days.

Jury Duty and Subpoenas

Absences are not counted as sick or personal leave if they are for jury duty, or a lawfully issued subpoena involving school-related matters.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides job and benefit protection for up to 60 scheduled work days (hereinafter called 60 days) in a 12-month period for eligible employees with qualifying reasons. Family and Medical Leave runs concurrently with Sick Leave, Vacation, Personal Leave, Sick Leave Bank, Workers' Compensation, and Leave Without Pay, except as otherwise required by law. Employees are required to use all available paid leave (sick/personal, and/or vacation) while on FMLA (except as otherwise required by law.) Full-time employees are eligible for a maximum of sixty (60) days of paid and/or unpaid leave during a 12-month period in connection with the following:

1. When an employee is unable to work because of a serious health condition.
2. To care for the employee's spouse, child, or parent with a serious health condition.
3. The birth of a child to the employee.
4. The first year care of an employee's child.
5. The adoption or foster parent placement of a child with an employee.
6. Any period of incapacity or treatment for a chronic serious health condition of an employee which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity (intermittent FMLA).
7. For "qualifying exigencies" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty, or has been notified of a call to active duty in support of a contingency operation.
8. Eligible employees who are a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces with a serious injury or illness (incurred in the line of duty on active duty and that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating) may be granted up to 26 work weeks of job-protected leave in a "single 12-month period" to care for the service member.

**** Qualifying Family member:**

- Child (biological, adoptive, step, or foster children, legal wards, or a child of a person standing in loco parentis of the employee.) Note: Child must be either under the age of 18, or age 18 and older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence.
- Parent (biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.)
- For purposes of military caregiver leave under FMLA, next of kin of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA.
- Spouse
- Note: In-laws, grandparents, siblings, and other extended family members are **NOT** covered by FMLA.

If an employee meets one of the above qualifying reasons for any absences lasting three or more days, the employee may apply for FMLA. For any absence lasting 10 or more days, an employee must apply for FMLA with the Human Resource Service Department- FMLA Office. An employee who is absent for 6 – 9 days out of a consecutive 10, then has subsequent multiple-day period(s) of absence and who has not applied for FMLA is considered to be avoiding applying for a leave of absence in violation of this handbook.

Ten or more days of leave (sick leave, leave without pay, etc.) cumulative and/or consecutive days, not covered by FMLA is considered excessive and may result in an attendance/performance issue.

Failure by the employee to provide supporting documentation for an absence may result in all absence time applying toward the exhaustion of the 60 days of FMLA. No employee will be allowed more than a total of 60 days, paid and/or unpaid, for leave that qualifies under FMLA, unless otherwise required by law. In the event an employee's spouse is also employed with Henry County Schools and is eligible for FMLA leave, the total combined time allowed to both employees for the birth, placement of a child or the care of a child or parent will not exceed 60 days in a 12-month period unless a longer period is required by law. The 12-month period will be measured from the date leave is first used.

A “Request For Family and Medical Leave” form should be completed and submitted to the Human Resource Services Department-FMLA Office along with medical certification and/or appropriate documentation certifying the qualifying need for FMLA. The complete FMLA application must be submitted thirty (30) calendar days in advance of the effective date of the leave when the need for FMLA leave is foreseeable. When the need for FMLA leave is not foreseeable, this form should be submitted within two (2) days of when the need for FMLA leave becomes known to the employee. Failure to provide written notice in the form of the FMLA application (including supporting documentation, such as medical certification) within 15 days of the first absence could result in automatic denial of FMLA and possible employment action.

Employees who are approved for a FMLA leave due to their own serious health condition will be required to present a written medical release from a licensed physician stating that the employee is medically able to return to work. Failure to provide such information will prevent the employee from returning to work.

If an employee exhausts the 60 days FMLA maximum and their FMLA 12-month period ends prior to the employee’s return to work, the employee must work 30 (scheduled work) days prior to qualifying for a new FMLA year.

If an absence extends beyond the 60-day FMLA maximum for FMLA year, the position may be posted and the employee may be replaced by a permanent employee. If the absence is related to the employee’s own serious medical condition, the employee may qualify for Approved Extended Leave which enables the employee to continue their benefits. Upon release to return to work by the employee’s treating physician, the employee may apply for reinstatement through the Human Resource Services Department.

Excepted Absences

The following absences are not counted as sick or personal leave absences:

1. Jury duty or response to a lawfully issued subpoena involving school-related matters, or in response to civic duty.
2. Military duty (within limits prescribed by Georgia law and Georgia Board of Education policy).
3. Professional leave.

PROFESSIONAL LEARNING

Professional learning is an organization’s process for supporting the improvement of instruction through the professional growth of educators and support personnel. It is the process for continuous self-study and improvement of individuals, departments, schools and the school system.

Purpose

The knowledge base of educational professionals is central to student learning and professional learning is the primary vehicle to advance and reinforce that knowledge. Professional knowledge involves three (3) overlapping components:

- **Academic content** – that which undergirds the content learned by students;
- **Curricular and instructional strategies** – the process of organizing content and helping students learn;
- **Pedagogy- the art or science of teaching;** and,
- **School Improvement** – the cooperative work done by faculties to make the school better (Joyce and Clift 1983).

The 1980s focused on getting school faculties to *teach* better. Today’s educational initiatives require that faculties *learn* better as well.

Effective Professional Learning

The goal of professional learning is for all educators to have a marked spirit of continuous improvement;

that is, no teacher ever stops learning how to teach. Seen in this light, effective professional learning will:

- Promote student learning.
- Change the culture of learning for both adults and students.
- Cause the formal learning activity to become a process rather than an event, which requires educators to seek and test improvements as a part of everyday work in schools.
- Establish a culture where learning by personnel becomes a natural part of the work setting.
- Build an environment where collaborative work is the norm (Joyce and Showers, 1980).

School-Focused Professional Learning

School-focused professional learning is defined as the process through which a school's staff identifies the school's strengths and areas that need strengthening and uses this information as a basis for school improvement. This process is accomplished by building-level planning that is student-centered, results-focused, attuned to staff needs and interests, and consistent with the school and system long-range plans. "All professional learning funds must be expended for activities that enhance the skills and knowledge of school system personnel and which directly relate to improving student achievement" (GDOE, Rule 160-3-3-.04).

System-Level Professional Learning

The local school system is required to maintain a comprehensive improvement plan, guaranteed through assurances that are submitted to the Georgia Department of Education. Included are plans for the accomplishment of system goals. The plan is developed for the approval of the Superintendent upon advisement of senior staff members, school administrators and the Professional Learning Council, which is comprised of representatives from each school and system departments.

Professional Learning Courses

Professional Learning Units (PLUs) may be completed for the purpose of certification renewal to meet local and Professional Standards Commission requirements. Courses are open to all school personnel. To meet the requirements of certification renewal, the participant may take PLU courses or college courses, although PLU credit cannot be used to fulfill undergraduate or graduate course requirements. PLU courses are determined by evaluation data, instructional needs data, expressed needs of local staff members, certification requirements, individual school requests, special group requests such as paraprofessionals or counselors, and specific content areas. Schools that wish to offer PLU courses on-site should submit course proposals, the form for which may be obtained from the Professional Learning Department.

Those who enroll in courses or workshops outside the system for the purpose of earning PLU credit for certification renewal must submit an "Out of System PLU Approval" form **prior to attending the course or workshop**. Failure to do so may lead to denial of approval of credit. Participation in out-of-system courses/workshops will be at the expense of the participant.

Teacher Induction Program

The Teacher Induction Program (TIP) is a two-part program designed to support teachers in the first days, weeks, and first year of employment with Henry County Schools. The initial phase is for all teachers who are new employees of the school system. It takes place during the week prior to pre-planning. The second phase, required for beginning teachers, continues with district-led sessions and sessions at individual schools throughout the year. All TIP activities are designed with the purpose of ensuring teacher success, thereby ensuring student success in Henry County Schools.

Student Teaching

The school system is pleased to cooperate with area colleges and universities in the preparation of teachers. Generally, the activities common to pre-service preparation include practicums, internships, and student teaching. In order to preserve the integrity of all pre-service experiences, to ensure maximum effect to the students of the school system and to pre-service education students, the following expectations are set forth:

1. All requests for placement of any pre-service student must be sent to the Professional Learning

Department. Under no circumstance should a principal, teacher or other school official agree to place a pre-service student without the appropriate approval from the Professional Learning Department.

2. The Professional Learning Department will consult with principals in placing pre-service students with teachers holding the Teacher Support Specialist certificate endorsement unless such a placement is not possible.
3. Building level administrators are expected to cooperate with college officials in supervising any pre-service students approved for their school site. Any concerns about the performance of the pre-service student should be immediately communicated to the appropriate college official.
4. All approved pre-service students who are placed in Henry County Schools are expected to adhere to policies and procedures set forth by the school system, as well as those consistent with the Code of Ethics for Educators.
5. It is the expectation of Henry County Schools that the college or university in which the pre-service student is enrolled will remove any pre-service student whose performance is detrimental to the students in the school system.

Employees of the Henry County School System who wish to participate in internships, practicums or student teaching must forego employment by the school system for the duration of these activities.

Advanced Degrees

Those who are enrolled, or expect to enroll in a college or university for the purpose of earning an advanced degree are NOT required to submit a "Request" form to the Professional Learning Department. Using quarter or semester hours earned at a college or university for certification renewal is appropriate. Upon completion of any professional learning activity, including college courses, which are to be used for certification renewal, it is the educator's responsibility to complete certification renewal forms (such forms are obtained from and returned to the Human Resource Services Department). Enrollment in college courses will be at the expense of the participant.

Transcripts

Transcripts of PLU course credit are available through PDEExpress for review and record keeping by individuals. If an official transcript is required, one may be requested from the Professional Learning Office. All requests should be received in writing and should allow at least two weeks for completion. College courses are not included on school system transcripts. All school system personnel are encouraged to maintain a file containing copies of all licenses and documents pertaining to renewal.

LEARNING AND LEADERSHIP SERVICES

Curriculum

The Learning and Leadership Services Department works collaboratively with teachers and administrators to ensure that the curriculum in Henry County Schools maximizes student achievement. The curriculum framework is aligned with local, state, and national standards, and serves as the basis for the selection of textbooks and other instructional resources. Consequently, all teachers are expected to use the curriculum framework as a primary resource when preparing for instruction.

Instructional Materials/Textbooks

Henry County Schools follows the Georgia Department of Education instructional materials adoption cycle. An instructional materials adoption committee is established to obtain input from all schools. Teachers are expected to use the materials adopted by the Henry County Board of Education.

Teacher Lesson Plans

Teachers are expected to develop lesson plans. School administrators can expect teachers to verify local and state requirements through their lesson plans.

Controversial Topics

Teachers should consider very carefully any classroom instruction or assignments that may be considered controversial. When there is any doubt as to the possible controversy of an issue, the teacher should discuss the issue with the school principal for guidance, direction, or clarification.

Standardized Assessment

Standardized assessment is an integral part of curriculum and instruction and has (three)(3) distinct purposes:

1. Testing provides key information relative to curriculum strengths and weaknesses.
2. Testing provides key information about individual student achievement for communication with parents.
3. Testing provides opportunities for teachers, grade levels, schools, and the school system to determine if students are functioning at optimum performance level.

The school system recognizes the value of student assessment and encourages the use of assessment to improve teaching and learning. Standardized assessment results are sent home to parents and copies are maintained in the administrative offices of the schools. Teachers are expected to be able to analyze, interpret, and utilize test results for the benefit of students and parents.

Uninterrupted Instructional Time

Local and State Board Policy strictly regulates the number of times students' instruction may be interrupted for non-instructional activities. Individual student records must be maintained in grades 9-12 to document the non-instructional activity, date(s), and number of instructional segments missed due to non-instructional activities. These forms should be maintained in the school office and under the direction of the principal. Please refer to Local Board policy for definitions and procedures.

GRADING REPORTING

Student achievement will be evaluated based on standards-based assessments, performance tasks, classroom and homework assignments, tests and quizzes, and special projects. A report of student progress will be issued after the completion of each grading period. The report card format will vary by grade level.

Kindergarten, First Grade, Second Grade, Third grade, & Fourth Grade: Students will have their progress monitored towards mastery of the Georgia Performance Standards. Students and parents will receive feedback via the report card every nine (9) weeks. The levels of progress a student may demonstrate during the course of the school year are defined as follows:

- Level 1: Limited or minimum progress toward achievement of the standard (EMERGING)
- Level 2: Progressing toward achievement of the standard (PROGRESSING)
- Level 3: Consistently and independently achieves the standard (MEETS)
- Level 4: Consistently and independently achieves the standard with evidence of exceeding the standard (EXCEEDS)

The goal of Henry County Schools is to ensure that every child reaches mastery in all areas. During each grading period, there will be numerous opportunities for students to demonstrate mastery of the standards. In addition, "Parent/Teacher Rubrics" have been developed to denote specifically what warrants student mastery on any standard.

Fifth Grade: Students receive numeric grades in all academic subjects (reading, language arts, mathematics, science/health, and social studies). Grades in art, music, physical education, and written expression are reported as *S*, *N*, or *U*. The report card is sent home every nine weeks in addition to a four-and-one half week progress report.

Letter grades and numeric grades are defined as follows:

S = Satisfactory N = Needs Improvement U = Unsatisfactory
90–100 = A 80–89 = B 74–79 = C 70–73 = D Below 70 = F

If schoolwork has been changed or modified from regular class assignments, an asterisk (*) will appear by the grade. For grade five, semester grades reflect the average of two nine-week reporting periods. Final or yearly grades are determined by averaging the two semester grades. Parents are asked to sign the report card and return it to the school. At the end of the year, parents may keep the report card as a record of their child's performance.

Permanent Record Cards – Kindergarten, First Grade, Second Grade, Third Grade, & Fourth Grade

For students in Kindergarten, First Grade and Second Grade, Third Grade, and Fourth Grade, the Standards-based Report Cards will be attached to provide the student's academic progression towards mastery of the Georgia Performance Standards. This document also provides data on the student's Initiative, Work Habits and Special Areas.

Teachers should note Yes or No for each year of student participation in SAGE (Gifted Education), EIP (Early Intervention Program), and/or Special Education. The Promotion, Placed or Retained category should be recorded each year after the status of a student has been determined. Teachers should write Promoted, Placed, or Retained in the appropriate space provided. **All test record labels must be adhered to the back of the permanent record card.**

Permanent Record Cards – Fifth Grade

Grades recorded on the permanent record card should be taken directly from the report card for all content areas. Plus or minus signs should not be added to any grade listed as S, N, or U. An asterisk (*) must be noted next to any grade that reflects modified instruction.

Grades reflecting modified instruction should be identified in the following manner on the permanent record card:

- *A Modified instruction above grade level
- *O Modified instruction on grade level
- *B Modified instruction below grade level

Please note that due to the small areas provided to record grades, you will need to write the appropriate modification symbol above the assigned grade. Teachers should note Yes or No for each year of student participation in SAGE (Gifted Education), EIP (Early Intervention Program), and/or Special Education.

The Promotion, Placement, Retention category should be recorded each year after the status of a student has been determined. Teachers should write *Promoted*, *Placed*, or *Retained* in the appropriate space provided. **All test record labels must be adhered to the back of the permanent record card.**

Grading Procedures – Secondary Students

Students are evaluated on a nine(9)-week and eighteen(18)-week basis with the semester grade being a cumulative grade that represents eighteen (18) weeks of work. Parents will receive a grade report at the end of nine(9) weeks, and a report card at the end of the semester (eighteen weeks) along with a mid-term report. Grades reported at the nine-week period represent the student's progress at that time in the semester. The semester grade is the final grade and represents how a student performed over the eighteen-week period.

Grade reports will show numerical grades for each subject in which the student is enrolled. These reports summarize the student's progress at that point in the eighteen-week semester. Comments may also be written on these grade reports. Informal progress reports may be sent at times other than the system-wide grade report if a school chooses to do so. The letter equivalents for numerical grades are as follows:

90 - 100 = A 80 - 89 = B 74 - 79 = C 70 - 73 = D Below 70 = F

Grading Format/Computation of Semester Grades

The following is the approved grading format used by teachers in Henry County secondary schools. Any deviation from this format must be approved by the principal and explained in writing to students and

parents/guardians prior to the beginning of the grading period.

1. **PRACTICE**

(Such as class work, homework, formative assessments, diagnostic assessments, written reflections)

- May be graded for accuracy or for completion
- Counts 20% to 40% of the semester grade

2. **ASSESSMENT TASKS**

(Such as constructed response assessments, selected response assessments, reflective assessments, summative assessments, culminating performance tasks, projects)

- Counts 40% to 65% of the semester grade

3. **SEMESTER SUMMATIVE ASSESSMENT TASKS**

- Assess multiple units
- 9th grade level EOCT courses counts as 20% of the final grade
- All other EOCT courses count as 15% of the final grade
- State End of Course Tests (EOCT) replaces the semester examination and counts 15% (20% in 9th grade level courses) of the semester average. Courses with EOCT's will have an assessment that covers the final weeks of class during the time of semester examinations.

For a more extensive list and definitions, visit the Henry County website (www.henry.k12.ga.us).

Exam Schedule

The principal will arrange a semester exam schedule. For grades 6-8, teachers may give a test that addresses multiple chapters instead of administering a semester exam.

Minimum Requirements of Academic Assessments

A discussion question and/or word problem will be included on major tests for all subjects. Spelling, grammar, usage, punctuation and content should be considered in evaluating the discussion question.

Special Education Grading

Grades for Special Education students may be based on the degree of completion of the student's Individualized Education Program (IEP).

Student Absences

All students are required to attend all scheduled classes. Whenever students are absent for any reason, students' parents or legal guardians must send a signed and dated written explanation of the absence to the school administrator no later than the **FIRST DAY** students return to school after the absence.

As used in this handbook, an absence will be treated as an excused absence if school or classroom attendance is missed due to the following:

1. Student illness that would endanger the student's health or the health of others.
2. Serious illness or death in the student's immediate family which would reasonably necessitate absence from school in the determination of the principal or his/her designee.
3. A scheduled medical, dental or eye examination.
4. Special and recognized religious holidays observed by the student's faith.
5. An order of a governmental agency, such as a court order or a pre-induction physical exam for military service.
6. An inability to attend school due to weather or other conditions making school attendance impossible or unreasonably hazardous.
7. Attendance upon a trip or event having significant educational value provided the principal is notified of the absence in advance and he/she determines the trip or event has significant educational value.
8. Unusual or urgent circumstances requiring the student's parents/guardians to be outside of Henry

County overnight and where the parents/guardians determine that it would be in the student's best interest to accompany them. If prior notice cannot be given, a written explanation is to be provided no later than the first day the student returns to school after the absence.

9. Take Your Child to Work Day. Students who participate in this event will be excused but will be counted absent.
10. To visit with a parent serving in the armed forces of the United States or the National Guard. If such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences, up to five school days per school year, for the purpose of visiting with his/her parent.

Make-up Work

It is the student's and parent's/guardian's responsibility -- not the teacher's -- to make arrangements for make-up work. The number of days allowed to complete make-up work will be determined by the principal or the principal's designee but will not exceed the number of days absent. Failure to comply with this make-up procedure will result in a grade of zero (0) being given for graded assignments missed during an excused absence. Students will not be allowed to make up graded assignments that were missed during an unexcused absence.

Absences due to suspension from school are considered unexcused. Also, students assigned to In-School Suspension who choose to serve their suspension at home will not be given the opportunity to make up graded assignments missed during the period of suspension.

Students are allowed to make up schoolwork missed while suspended from school pending their disciplinary hearing. In situations where students are suspended from school during the period of semester exams, principals will make arrangements to allow students to complete their exams.

Participation in Extracurricular Activities

If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

PROMOTION/RETENTION

State Requirements

Georgia law requires that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

Students in Grade 3 will be required to demonstrate "on-grade-level" performance in the area of Reading on the state Criterion Referenced Competency Test (CRCT) to be recommended for promotion to the next grade level. Students in Grade 5 or Grade 8 will be required to demonstrate on-grade-level performance on the CRCT in the areas of Reading and Mathematics to be promoted to the next grade level.

Should a student not meet grade-level expectations on the CRCT, the student will be recommended for retention and provided with an opportunity to receive additional support including, but not limited to, summer school to address identified areas of academic deficiency. Once the student has received appropriate assistance, the student will be retested with a CRCT or alternative assessment instrument that is appropriate for the student's grade level. If the student demonstrates grade-level or above performance, he/she will be promoted to the next grade and provided with an academic prescription to support continued academic success. Should the student not demonstrate grade-level performance, he/she will be retained in the same grade for the next school year and provided with an academic prescription designed to address identified areas of academic deficiency.

If the student's parent/guardian or teacher appeals the decision to retain the student, the principal will establish a placement committee composed of the principal (or the principal's designee), the student's parent/guardian, and the teacher(s) of the subject in which the student failed to perform at grade level.

The placement committee will review the overall academic achievement of the student, the student's CRCT performance, and the standards for promotion adopted by the Henry County Board of Education. A decision to promote the student must be unanimous and must determine that, if promoted and provided accelerated, differentiated, or additional instruction, the student will be likely to perform at grade-level expectations. Once the placement committee reports its decision, that decision will be upheld by the Henry County Board of Education.

Middle School Promotion Criteria

Middle school students must pass six(6) out of eight(8) academic classes and 80% of the Connections classes they have taken to be promoted to the next grade level.

There may be individual cases in which extenuating circumstances will be given precedence as criteria in determining promotion or retention. For example, promotion (or retention) could be inappropriate due to developmental and/or chronological age needs of students. Such exceptions are studied carefully before a final decision is made, and justification must include written documentation supporting the decision. The written documentation will be on file in students' permanent records.

High School Promotion Criteria

Students must:

1. Meet 8th grade promotion requirements to be assigned to a 9th grade homeroom.
2. Earn **5** units of credit to be assigned to a 10th grade homeroom.
3. Earn **11** units of credit to be assigned to an 11th grade homeroom.
4. Earn **17** units of credit to be assigned to a 12th grade homeroom.

Promotion/Retention of Special Education Students

The promotion/retention requirements of the Henry County Board of Education may not be required of all Special Education students. Parents/guardians should contact the principal or the Student Support Services Department to determine if promotion/retention requirements apply to their child.

GRADUATION

Graduation Requirements

The Georgia Board of Education and the Henry County Board of Education establish graduation requirements. Students must meet the requirements established for their graduating class, which is determined by the date of enrollment in the ninth grade. To be eligible for graduation, specific requirements in each of the following components must be met:

1. **Unit credit** - Students must earn the minimum number of units required for their graduating class and diploma program.
2. **Required courses** - Students must satisfactorily complete specific courses required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. No course may be substituted, exempted, or audited. No courses may be repeated unless the student failed the course.
3. **Attendance** - Attendance requirements are those set forth in the Georgia compulsory attendance law.
4. **Georgia High School Graduation Test Students entering as a freshmen in 2010**, must pass all required sections to receive a high school diploma.

Quality Point System

The quality point system recognizes and rewards students who take more rigorous, challenging, and demanding courses in grades 9-12. Quality points are awarded for Advanced Placement and Honors courses. Students must meet certain criteria to be enrolled in these courses.

Quality points are used in computing grade point averages. Class rank is determined by using the student's cumulative weighted numeric average (CWNA). The CWNA rewards students who take the more rigorous and challenging courses in grades 9-12. Advanced Placement courses will have ten points added to the student's final grade for the course. Honors courses will have five points added to the student's final grade for the course.

Valedictorian and Salutatorian

To be eligible for selection as valedictorian or salutatorian in Henry County Schools, students must have been enrolled in this system for the four (4) semesters immediately preceding graduation. All units of credit earned prior to enrollment must have been earned from a state and regionally accredited school. The valedictorian and salutatorian will be determined by using the cumulative weighted numeric average calculated at the end of the third nine-week grade reporting period of the senior year. Dual Enrollment credit for Valedictorian and Salutatorian calculations will use first semester grades only. Second semester or mid-term grades will not be included. All grades received from dual enrollment institutions must be placed on an official transcript to be awarded credit.

Honor Graduates and "A" Average Graduates

Honor Graduates are those students who complete their senior year within the top 10% of their graduating class, based on the cumulative weighted numeric average (CWNA) earned at the end of the third (3rd) nine-week grading period of the senior year. "A" Average Graduates are those students whose CWNA at the end of the third (3rd) grading period of the senior year is a 90.0 or higher. If a student is found to have violated the Academic Honesty policy after the fifth (5th) grading period of a student's senior year, which results in the student's CWNA to fall outside the top 10% and/or cause their CWNA to be lower than 90.0, the School Board has the discretion to prohibit the student from being characterized as an "Honor Graduate" and/or "A" Average Graduate".

Graduation Ceremony

All requirements for graduation must be completed before the student can participate in graduation exercises. This includes successful completion of all portions of the Georgia High School Graduation Test. A diploma will be presented upon completion of all graduation requirements.

The graduation date is subject to change if, during the school year, schools are closed due to inclement weather or any other emergency on a regular school day.

Students' participation in the graduation ceremony is a privilege and not a right. Therefore, the School Board has the right to prohibit a student's participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is voluntary; therefore, a graduation fee and senior dues may be charged to cover costs for such items as diploma covers, printing costs, custodial expenses, floral arrangements, guest speakers, etc. However, students will be given written notification of this fee at the beginning of the school year in which they are to participate in the graduation ceremony. The notification will include a description of the costs.

GENERAL INFORMATION

AIDS Information

Information on Acquired Immune Deficiency Syndrome (AIDS) is offered to all employees annually.

Asbestos Plan

The Henry County Board of Education has a state-approved asbestos plan. A copy of this plan is available in the principal's office. For more information concerning asbestos plans, please contact the Facilities Department.

Body Fluids

It is extremely important that all employees receive direction in clean-up procedures relating to body fluids. Both written and video instruction will be provided to all employees prior to the beginning of each school year. No employee should attempt to clean up any body fluid in any manner other than as instructed by the school system.

Child Abuse

Georgia law, as well as Henry County Board of Education policy, includes mandated procedures for reporting suspected child abuse or neglect to the appropriate officials. Employees are required to follow these procedures. For more information on the reporting of child abuse, contact your principal/supervisor, school social worker, or the Administrative Services Department.

Complaints and/or Grievances

Please refer to local board policy GAAA (2)/JAA (2), Grievance Procedures, for detailed procedures relating to employee complaints alleging discrimination based on race, color, national origin, religion, gender, age, handicapping condition, or veteran status.

Please refer to HCBOE policy GAE, Complaints, for detailed procedures relating to any claim by any employee certified by the Georgia Board of Education who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school system or with which the school system is required to comply.

Confidentiality

Much of what personnel may see or hear in schools is confidential by law. Any information concerning student achievement and behavior is confidential. The confidentiality rights of students are protected through state and federal regulations, and employees become liable for protecting students' rights. Confidential information regarding students or staff is not to be discussed in the community. A breach of this confidentiality can result in termination of employment.

Crisis Counseling

In the event of a crisis situation at a school, the Learning and Leadership Services Department will implement a plan for counseling support for students and staff members affected by the crisis. Contact the Learning and Leadership Services Department at 770-957-6547 for additional information.

Chronic Disciplinary Problem Students

Georgia law mandates that any time a teacher or principal identify a student as being a chronic disciplinary problem student, the principal must notify the parent or guardian and invite the parent or guardian to observe the student in a classroom situation. At least one (1) parent or guardian shall be requested to attend a conference with the principal or teacher or both to devise a disciplinary and behavioral correction plan. A chronic disciplinary problem student is defined as a student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur. In addition, before any student who has been suspended or expelled is permitted to return to school, the school must request at least one parent/guardian to attend a conference with the principal or his/her designee to devise a disciplinary and behavioral correction plan. The failure of the parent or guardian to attend does not preclude the student from being readmitted to the school.

Dress

School Board employees must wear a photo identification badge at all times. It is the Board of Education's belief that it should have and enforce dress codes that will assist in preventing disruption of the educational environment, that will prevent health or safety hazards, and that will prevent interference with the learning of others. It is the belief of the Board of Education that the environment in which employees are placed affects the productivity of the employee.

1. Men may wear "school shirts" in lieu of shirts and ties. This type shirt must have a button collar, and they must have an embroidered or screen-printed school logo or identification, preferable above the left-pocket area. The school logo or identification must be specific to the school to which the teacher is currently assigned. The shirt may be long- or short-sleeved.
2. See-through clothing, bare shoulders, bare midriffs, shorts, T-shirts and sweatshirts are not permitted.
3. Female employees are permitted to wear sleeveless attire as long as the shirt touches the outside of the shoulder.

4. Personnel who work in lab settings, such as art or vocational labs, may wear aprons, smocks or lab coats to help protect their clothes.
5. Personnel who work in lab settings, such as art or vocational labs, shall wear closed-toe shoes for safety reasons.
6. Sweat suits, jogging suits, and warm-ups are prohibited except as a part of physical education attire.
7. Blue jeans are considered inappropriate for day-to-day dress. If approved by the principal, blue jeans should be worn no more than two (2) days each month. If employees are allowed to wear blue jeans, they shall not be baggy, tight, have holes, or patches.
8. Flip-flops are prohibited for safety reasons. Athletic shoes, except those worn when teaching physical education, are prohibited. A flip-flop is defined as a sandal loosely fastened to the foot by a thong.
9. Male employees may not wear their hair in "pony tails" or braids. The length of the hair for males may not extend below the bottom of the shirt collar.
10. Females are prohibited from wearing body piercing jewelry (or the facsimile of) of any visible area of the body (including the tongue) other than the ear.
11. Males are prohibited from wearing body piercing jewelry (or the facsimile of) of any visible area of the body (including the tongue).

It is recognized that, on certain days, exceptions to the dress code may be made. Spirit days, special activity days, certain field trip days, etc., are part of schools' normal routines, and the dress for those days should reflect the activities taking place. It is expected that a reasonable number of these days will take place during the year. The principal or supervisor will make decisions about situations where exceptions to the dress code will be allowed.

Drugs and Alcohol

The Board of Education absolutely prohibits any employee from using, possessing, selling, exchanging, conspiring to possess or distribute, delivering, or manufacturing any illegal drug, controlled substance, dangerous drug, or alcohol on school property. Notwithstanding any provision of this policy to the contrary, the Board specifically reserves its right to terminate any employee who violates this policy whether or not a criminal conviction is imposed and regardless of the employee's prior record.

All employees who operate any motorized vehicle provided by the Board of Education are required to be tested for misuse of alcohol or use of controlled substances. Such tests include pre-employment and/or pre-duty testing, reasonable suspicion testing, random testing, post-accident alcohol and controlled substance testing, and follow-up testing.

Compliance with this policy is one condition of employment with the Henry County Board of Education.

Any of the following acts is a serious violation of the law and is punishable by fine and/or imprisonment:

1. Possessing, using, selling, giving away, bartering, exchanging or distributing any drug or substance declared unlawful.
2. Possessing, using, giving away, bartering or exchanging any alcoholic beverage while on duty.
3. Giving away, bartering or exchanging alcoholic beverages to or with minors.
4. Being under the influence of alcoholic beverages or any drugs or substances declared unlawful.

Electronic Resources - Acceptable Use Policy

Henry County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include but are not limited to Internet,

World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, HCS Intranet and all other school system electronic messaging systems and data systems. Staff and students do not have a right privacy while using the district's computer network. School officials can and will search data or e-mail stored on all school system-owned computers and networks with or without notice.

All users are expected to comply with Board of Education policy IFBGA, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include but are not limited to the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities or to solicit for non-school system business. Broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.
2. Users are required to follow school system regulations which concern the use of electronic resources (i.e., will not damage computers, will not violate the privacy of users' files, will follow directions of staff or supervisors, will not be wasteful of resources).
3. Comply with network policies regarding student and staff logins including, but not limited to, circumventing desktop protection applications or internet filtering devices.
4. Use the Internet for appropriate educational resources.
5. Use electronic resources only with permission of an administrator or designated personnel.
6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.
7. Immediately report security problems or policy violations to appropriate school and/or district staff.
8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating or knowingly offensive to others.
9. Do not access inappropriate, obscene or vulgar materials or show others how to access or use them.
10. Do not transmit computer viruses or any other malicious programs.
11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.
12. Do not install or remove software on any computer or server.
13. Do not share user IDs or passwords.
14. Do not utilize unauthorized user IDs or passwords.
15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by the Board policies and administrative procedures governing use of the school system's electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Henry County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Henry County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Henry County Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Henry County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

It is the policy of the Henry County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

Technology Equipment Agreement

- I understand that I am responsible for the technology equipment and accessories that are assigned to me for use as an employee of Henry County Schools.
- Computers cannot be reconfigured in any way during this time period. The computer that is being assigned to me is fully operational when I receive the device.
- I acknowledge that I am responsible for the replacement cost of the equipment due to loss by theft, fire or any other event that would support the replacement of the equipment if the equipment were damaged, lost, or stolen while left unattended at my assigned work site(s), **OR** in the event that the equipment is used inappropriately or neglectfully at or away from my assigned work site(s).
- I acknowledge that policy IFBGA (Electronic Communications) applies to the use of this equipment.
- I acknowledge that the content and data distributed through technology equipment owned by Henry County but in my possession may be subject to disclosure through the Open Records Act.

Emergency Management Plan / Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Management Plan. All school personnel have access to an Emergency Ready Reference, which is a guide for responding to various types of emergencies. Fire/evacuation drills are held on a monthly basis, and drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. For additional information regarding school safety, contact your principal/supervisor or the Administrative Services Department.

Employee Use of School Facilities

Community Use of School Facilities of Henry County Schools is extended to all employees. Any employee wishing to use a school facility must submit an application to the principal of the school. Employees must adhere to the procedures and fee schedule in Henry County Board of Education Policy KG, Community Use of School Facilities. For additional information, contact the Facilities Department.

Facility Modifications

To ensure the Henry County Board of Education is adhering to local, state, and federal codes and regulations, and to provide for the safety of those who use school facilities, it is necessary to monitor and control all modifications to school facilities and property. All facility and property modifications, of any sort, must be submitted in advance and approved by the Executive Director of Facilities, regardless of the funding source for the work or who performs the work. Such modifications include, but are not limited to additions, renovations, alterations, signage, lighting, fencing, drainage systems, playground systems, shrub and tree plantings, painting, wall and floor coverings, plumbing, electrical, HVAC, and electronic work.

Highly Qualified Teachers – Parent Notice

As required by the No Child Left Behind Act, parents will be notified if their child has been assigned a teacher, or has been taught by a teacher for four or more consecutive weeks, who is not considered "Highly Qualified" according to the provisions of the Act. Teachers must be fully certified by the Georgia Professional Standards Commission and teach in their field(s) of certification to be considered "Highly Qualified."

Homeless Children and Youth

The McKinney-Vento Homeless Act defines homeless children and youth as those who lack a fixed, regular, and adequate night-time residence. To obtain information regarding the specific provisions of this Act, please contact the Administrative Services Department.

News Media

Informing the public about the successes experienced in Henry County Schools is an important component of public relations. News to be published should be coordinated and cleared for release to the news media. All school news, programs, or activities to be highlighted through any news media should be submitted to the principal. The principal will contact the Communications Specialist-Central Office at 770-957-5107 for further procedures and clearance.

Parking

School system employees, students, and visitors must park vehicles in parking spaces provided. Parking on the grass, ball fields, sidewalks, or other areas that are not designated as parking spaces is prohibited. This requirement is necessary for the safety of everyone, to maintain access for ingress and egress of emergency vehicles, to maintain access to handicap facilities, to be in compliance of the Americans for Disabilities act (ADA), and to prevent damage to landscaped areas of the school system facilities.

Parties

Because they take away from class time, no more than two parties are permitted during the school year. No birthday parties may be held during the school day for students or teachers.

Pledge of Allegiance

Each student will be given the opportunity during the school day to affirm allegiance to the United States of America.

Release of Students

Employees are not allowed to release students from school to run errands, to eat lunch off campus, or for any other reason. ONLY THE PRINCIPAL OR THE PRINCIPAL'S DESIGNEE is authorized to release a student during the school day and this release must be within the guidelines of Board policy.

Safe and Healthy Facilities

To protect against the threat of fire, items such as electric skillets, crock pots and other cooking devices are prohibited for use in any location of the school other than the kitchen. In addition, candles or other open-flame devices are prohibited in any location of the school other than science labs that are equipped for such use. To protect the respiratory health of students and staff members, plug-in type air fresheners and chlorine-based cleaning materials are prohibited for use in school facilities. Please contact the Executive Director of Facilities for additional information regarding fire, safety and health regulations for facilities.

Scholarship Programs for Teachers and Paraprofessionals

For more information, contact the Georgia Professional Standards Commission (www.gapsc.com) and/or the Georgia Student Finance Commission (www.gsfc.org).

School Instructional Extension Program

The School Instructional Extension Program (SIEP) is designed to provide low-performing students with additional academic support beyond the regular school day. The SIEP provides participating students with a minimum of 120 hours of additional instruction. At the elementary school and middle school levels, SIEP instruction is delivered through after-school academic assistance and/or brief summer assistance programs. High school models may consist of before-school and after-school academic assistance programs. Also, ninth grade students have the opportunity to make up failed credit through the Second Chance Program. For additional information, contact the principal or the Learning and Leadership Services Department.

School Nurses and Clinic Aides

School nurses and clinic aides serve as care providers and advocates for the promotion and protection of the health status of all Henry County Schools' students. School nurses and clinic aides collaborate with parents, educators, and existing community health resources to provide appropriate information and/or services to address students' needs.

School Social Worker Services

School social workers work with students, parents, school personnel, and community agencies to build effective relations among all groups. The social worker establishes communication between individual schools and the home when chronic problems interfere with a student's education.

Sexual Harassment

All staff members are entitled to a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment does not refer to occasional compliments of a socially acceptable

nature. Among behavior that might be considered sexual harassment is behavior: (1) which is not welcome, (2) which is personally offensive, (3) which debilitates morale, and (4) which therefore interferes with work effectiveness. Offensive sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive verbal or physical conduct of a sexual nature is strictly prohibited. No individual shall threaten or insinuate, either explicitly or implicitly, that a staff member's refusal to submit to sexual advances will adversely affect the staff member's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. If any staff member has questions concerning this policy or if any staff member believes he or she has been subjected to sexual harassment, the staff member should contact the Assistant Superintendent of Administrative Services. If a staff member feels the Assistant Superintendent of Administrative Services cannot be responsive to a possible violation, the staff member may contact the Superintendent directly.

Silent Reflection

At the opening of each school day, each classroom teacher shall conduct a brief period of quiet reflection for not more than 60 seconds. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Student Allegations of Employee Misconduct

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or Assistant Superintendent of Administrative Services. As authorized by Georgia Law, if it is determined the student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

Teacher Authority

The Superintendent and principals support teachers having the authority to manage their classrooms. Teachers shall have the authority, consistent with Henry County Board of Education policy, to discipline students and to refer students to the principal or his/her designee in order to maintain discipline in the classroom.

Any teacher who has knowledge that a student has exhibited behavior which violates the Henry County Schools Code of Conduct for students, and has repeatedly or substantially interfered with the teacher's ability to communicate effectively with the students in his/her class or with the ability of classmates to learn, shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737.

Tobacco Use

In compliance with the Pro-Children Act of 1994 (Title X of Public Law 103-227), the Georgia Smoke-Free Air Act of 2005 (O.C.G.A. 31-12A-1), the Georgia Youth Access Law (GA. Code ANN. § 16-12-171) and the No Child Left Behind Act, smoking and use of other tobacco products shall be prohibited by all school district employees while on Board of Education property, while attending or participating in on-campus or off-campus school activities or events, or while on any school bus.

School district employees shall be prohibited from using any tobacco products while on Board of Education property at any time, or while supervising students at any time, or while operating a vehicle owned by the school district.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay, or termination.

Vehicle Searches

All vehicles parked on Henry County School District property (including but not limited to student, staff, and visitor vehicles) is subject to sniffing and canine search. Any canine alert or other canine response to sniffing may result in search of vehicle. The act of bringing any vehicle onto Henry County School District

property shall be deemed to be a consent by the owner and any user and passenger of such vehicle to any search of such vehicle as set forth in this handbook or in any other policy or procedure of the Henry County School District.

Violation of Laws

The Superintendent or designee is required to make a written administrative referral to the Professional Standards Commission (PSC) and will inform the Board of Education if a written complaint from any school employee or parent of a child is received by the Superintendent contending that any "school system educator employed by the local unit of administration" has committed any one of the following crimes:

1. Violent crimes such as murder, manslaughter and kidnapping.
2. Sexual crimes such as rape and sexual exploitation of a minor.
3. Drug-related offenses.
4. Any offense involving theft.
5. Unlawfully operating a motor vehicle after being declared a habitual violator.

Weapons

It is unlawful and a violation of Henry County School District rules for **any person** to carry, possess, or have under his/her control any weapon or explosive compound while at a school building or on school property, at a school function, or on a bus or other transportation furnished by the school, except to the extent specifically permitted by law. Any person violating, or believed to be violating, any law concerning a weapon or explosive compound, will be reported to the appropriate authorities for investigation.

Violation is a felony punishable by a fine up to \$10,000.00, imprisonment for not less than two (2) years and no more than ten (10) years, or both. Please see the Henry County Schools Student Handbook or the notice at the entrance of your school for a definition of an explosive compound or weapon. Adults, including employees, are subject to the same prosecution as students for violating this law.